

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040015-7

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDP - 71

1. TITLE OF REPORT (if a fill-in report include Form No.)

SEMI-ANNUAL OPERATIONS REVIEW

2. TYPE
OF
REPORT

☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

Operations

4. NO. OF COPIES PREPARED

12

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-annual

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)
Memo

8. ADP PROCESSING

☐ YES

☐ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

(variation thereof) ^{25X1}

10. PREPARING COMPONENT (include lowest level contributing information to report)

AF, FE, ☐ and TSD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$22, 480.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To provide management review.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS ☐ OTHER (explain)
☒ CHANGE To coincide with other review and renewal cycles
☐ DISCONTINUE

MAN-HOURS
1280

DOLLARS
\$7,680.00

16. DATE OF INVENTORY

October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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